

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE AO – 86

FOR: COUNTY OFFICES

Reporting Election and Media Outreach Information for FY 2003

APPROVED BY: State Executive Director



LEF:mac

1 Overview

A

Background

The report by the Civil Rights Action Team concluded that County Office delivery system is hampered by the lack of diversity. Under-representation of minorities and females on COC's and staffs may prevent minority and female producers from receiving information about programs and available services.

B

Purpose

The purpose of this notice is to provide information to county offices regarding the FSA Election Information and Media Outreach Report (AO-157R). The Election Information and Media Outreach Activities report provides critical information to the National Office. Last years County Office reports contain some errors and omissions that must be corrected in the future in order to obtain a usable report.

C

County Office Action

CED's are encouraged to participate in outreach activities and develop a system of record keeping for maintaining the information that is required to be entered on the report so that the report can be completed timely with accurate information concerning elections, appeals and outreach.

Continued on the next page

DISPOSAL January 1, 2004

DISTRIBUTION County Offices, DD's STO

Date 07/07/03

Page 1

Oregon Notice AO – 86

C

County Office Action, *Continued*

County Office Action:

- Review the 2002 Election Information and Media Outreach Report for accuracy of information and activities. **Use this report to help develop your record keeping system.**
- Many of our day-to-day operations contain an outreach component. These components should be reported to ensure that the efforts are recognized. **Document by putting the information in your Media/Outreach record keeping system and in COC minutes under the heading “Outreach”.**

This notice is issued to help generate some ideas for each County Office to come up with a record keeping system to document all Outreach activities. The items listed below need to be counted throughout the year so they can be added to AO-157R in December.

- Election data
- Requests for reconsideration
- Requests for appeals
- Attendance at public meetings
- Total number of newspapers, magazines, COC newsletters, local groups, local public meetings, attendance at local public meetings, and TV and radio stations that receive election information from County Offices. **The reporting period is January 1 through December 31.**

Note: Follow procedure in **15-AO paragraph 240 -249** to complete the media/outreach report that is due each December.

Questions regarding this notice shall be directed to Marjorie Crooker, Administrative/Outreach Specialist, at 503 692-1973 Ext. 232 or by e-mail to marjorie.crooker@or.usda.gov
